

Vendor Outreach Day

The SEC hosts Vendor Outreach Day (VOD) to provide interested businesses an opportunity to exchange information about their capabilities, ask questions about SEC's procurement processes and discuss SEC's Forecast of Opportunities.

VOD SESSIONS

- Held monthly – dates varies month to month.
- Offered to minority-owned, women-owned and small businesses.
- Twenty (20) minute sessions to meet with the OMWI Supplier Diversity Representative and the SEC Small Business Specialist.
- Participation may be via conference call or in-person. Due to unforeseen traffic or public transportation delays, we recommend the conference call session. Vendors arriving late for their session will only per permitted the remaining time after clearing security, due to the following vendor's appointment.
- Maximum of three (3) attendees are permitted per company.
- One VOD session per company.
- Prior to the meeting, companies are advised to review the "Resources for Procurement Opportunities" on our webpage.

TIPS FOR A SUCCESSFUL VOD SESSION

- Review [SEC's Office of Minority and Women Inclusion](#) website [SEC's Office of Acquisition](#) website and [Supplier Diversity Brochure](#) to learn more about procurement processes, procurement opportunities and SEC's contract award categories within the agency.
- Review [SEC's Forecast of Contracting Opportunities](#) for the current/upcoming opportunities within the Fiscal Year.
- Review [FedBizOpps](#) for a current listing of SEC's requirements valued at \$25,000 or more. You may also search, monitor or retrieve opportunities solicited by the SEC contracting community and review justifications for SEC contracts awarded as other than full and open competition.
- Review [SEC's Enterprise Contract Vehicle Listing](#) for potential subcontracting opportunities with SEC prime contractors.
- Review the [Financial Services Regulatory Agencies OMWI Flyer](#) to learn about the other Federal agencies with OMWI offices.
- Review [Subcontracting Strategies](#) to learn about working with SEC's prime contractors.
- Review [SEC's Vendor Communication Plan](#) to learn how SEC collaborates with contractors in support of acquisition needs.
- Review [Doing Business with the SEC](#) to learn about the SEC's procurement processes.
- Review the [Federal Procurement Data System](#) (FPDS) regarding SEC's contract spend categories and associated North American Industry Classification System

(NAICS). Once registered, you may search for contract information across the Federal government, to include the SEC. The specific code for querying SEC awarded contracts is 5000.

SCHEDULING OR CANCELLING A VOD SESSION

To schedule or cancel a VOD session, contact:

Office of Minority and Women Inclusion

Email: OMWI@sec.gov

Phone: 202-551-6046

Toll-Free: 855-732-6694

The following information is required to schedule a VOD session:

- Company's Socio-Economic Designation (women-owned, minority-owned or small business)
- Company's Name, Address , Phone Number and Website
- Company's Point of Contact (including Name, Email and Phone Number)
- Company's representatives attending VOD session (limited to 3 individuals per company)
- Company's primary North American Industry Classification System (NAICS) codes
- Company's capability statement (soft copy attached to VOD email request)
- Type of VOD Meeting: conference call or in-person (VOD sessions are scheduled continuous throughout the day, therefore it's imperative to be on-time to your scheduled timeslot. Due to heavy metropolitan traffic, construction and security processes, we encourage companies to utilize the conference call option.) Additionally, if the operating status changes, conference call meetings normally will not be cancelled.

Federal Government Operating Status:

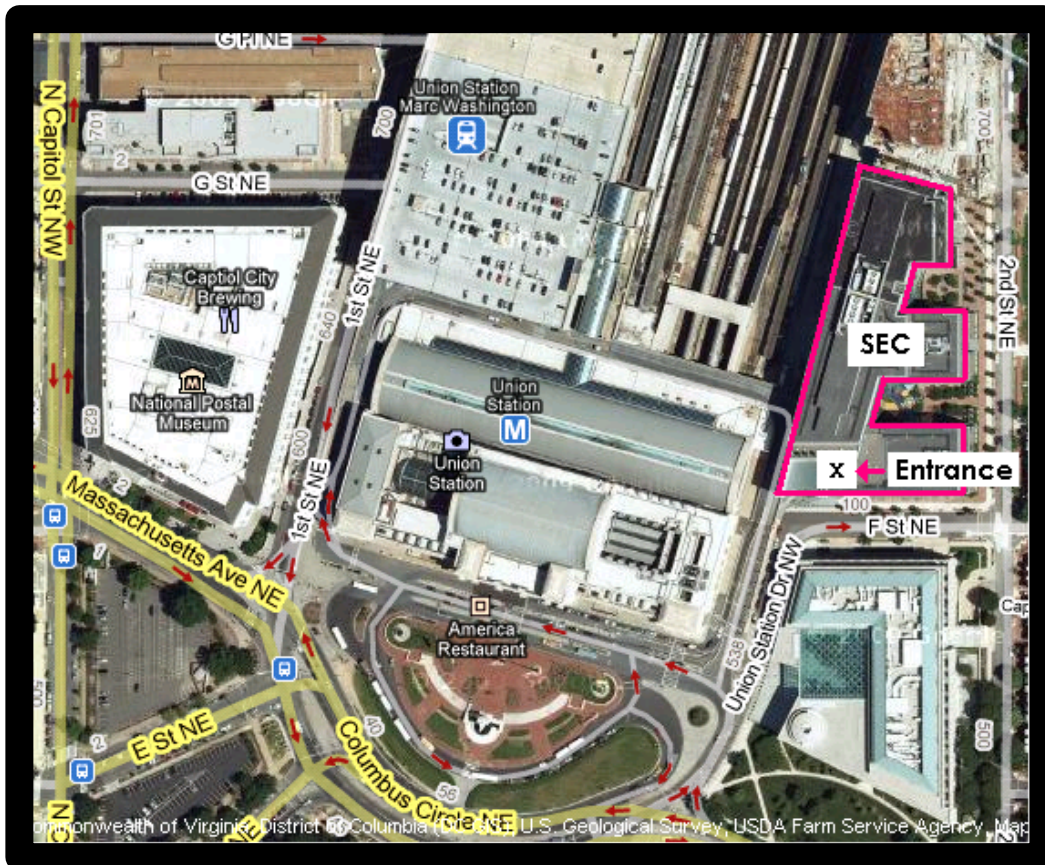
- In the event, the Office of Personnel Management (OPM) issues information regarding the operating status of the Federal Government as being "Closed" or "Delayed Opening", all "in-person" VOD sessions are cancelled for the day. However, all "conference call" scheduled VOD sessions will be held as scheduled.
- On the morning of event, please visit www.opm.gov to view the current "Operating Status" of the US Government office in the Washington DC area.

DIRECTIONS TO VOD SESSION

Meetings are held either by conference call or in-person. For VOD sessions held in-person, a government issued photo ID (driver's license or state issued ID) is required to gain access to the SEC building. You are required to complete a screening process (including items in your possession) to enter the building.

Securities and Exchange Commission (SEC)
100 F Street, NE
Washington DC 20549

METRO Stop: Union Station (Red Line)



Public Transportation: The SEC building is attached to Union Station and can be accessed by the Washington Metropolitan Area Transit Authority (Metro). The closest metro stop is "Union Station" on the RED metro line. The SEC lobby is approximately a 5 minute indoor walk through Union Station.

- Exit the train in the direction of "Union Station and Amtrak Trains". Upon exiting the metro fare gates, continue upstairs on the escalator upstairs to Union Station.
- Turn left between the "Pret-a-Manger" and "Au Bon Pain Bakery & Café" restaurants. Continue along the train boarding gates towards the "McDonalds" restaurant at the end of the walkway.
- To the left of McDonalds is a glass doorway entitled "Station Place" and the

- doorway security guard can direct you towards the SEC lobby.
- The escalator will take you downstairs to the SEC security desk where you can check-in and obtain a visitor badge.
- SEC security personnel will contact OMWI to provide escorting to your VOD appointment.

Union Station Parking: Street parking is extremely limited and SEC does not have visitor parking available. Union Station has a 24-hour parking facility and parking fees can be viewed at <http://www.unionstationdc.com/parking> :

Union Station Parking Garage
30 Massachusetts Ave, NE
Washington DC 20002

Driving Directions from points West (Virginia) or Northwest (Maryland) of Washington DC:

- I-495
- Exit 43 merging onto George Washington Memorial Pkwy toward Washington
- Exit onto I-395 N/US-1 North toward Washington
- Continue to follow I-395 North
- Slight right to stay on I-395 North (signs for D St NW/I-395/C St SW)
- Exit at D Street NW
- Turn right at D Street NW
- Turn left at 2nd Street NE
- Destination will be on the left

Driving Directions from points South of Washington DC (Virginia)

- I-95 North
- Continue on I-395 North
- Cross over the Potomac River, entering the District of Columbia
- Slight right to stay on I-395 N (signs for D Street NW/I-395/C Street SW)
- Exit at D Street NW
- Turn right at D Street NW
- Turn left at 2nd Street NE
- Destination will be on the left

Driving Directions from points Northeast of Washington DC (Maryland)

- MD-295 South
- Entering District of Columbia
- Becomes DC-295 South
- Take the exit toward Benning Rd
- Merge onto Kenilworth Ave NE
- Take the ramp onto Benning Rd NE
- Continue on H Street NE
- Turn left at 3rd Street NE
- Take the 1st right onto G St NE
- Turn left at 2nd Street NE
- Destination will be on the right

